

## **Applicant Selection Finalized**

On or before this date, top applicants have been chosen for potential hire if they pass all additional testing steps including:

- Reference Checks
- Drug Testing
- Background Checks (including educational verification, criminal background, DMV, etc.)
- Fire Department Physical

*Note: Reference and background checks are normally done for the number of open positions + 10. This allows us to create a registry to be used in the event of unexpected vacancies.*

Being scheduled for one or more of these steps does not indicate that other tests have been completed successfully. Due to time constraints, several things are happening simultaneously.

You will not know that you have been successful in all phases until you receive your final offer letter. For this reason, we encourage applicants not to give resignation notice to their current employer until they have received a final offer in writing from our Human Resources Department.